



Ability to Access both BAMC & WHMC Resident Travelers

RESOURCE ADVISOR
SAUSHEC-GME



**TO MAKE ACCESS HAPPEN, MUST
RESET YOUR USER PROFILE!**





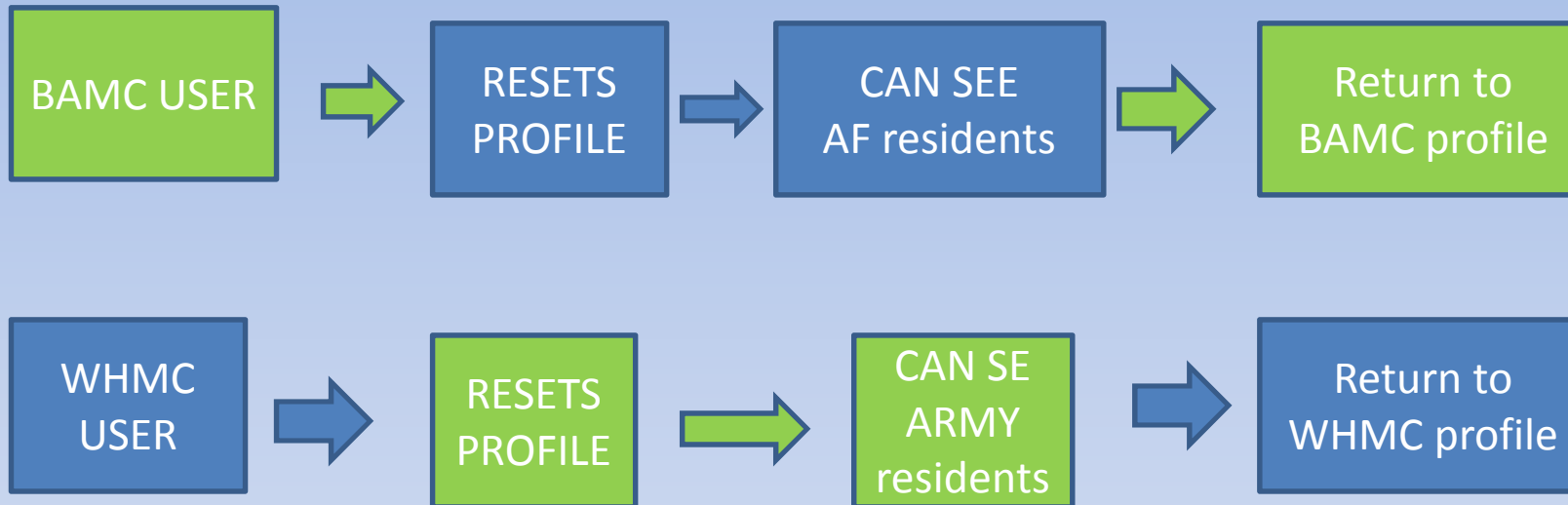
Overview for Resetting DTS profiles

- Until recently, people assigned to BAMC DTS, could not access (view nor input authorizations) WHMC travelers.
- Until recently, people assigned to WHMC DTS, could not access (view nor input authorizations) BAMC travelers.
- So, DTS personnel have developed a means to make this happen through changing your DTS profile and the following is a step-by-step explanation



PROCESS

CHANGING/RESETTING DTS PROFILES



So, what the next slides will do is go through the process step-by-step, first from standpoint of BAMC profile, then WHMC profile, reset and then return.



STEPS FOR BAMC USERS RESETTling TO WHMC



STEPS for **BAMC** users

- First, we'll go through BAMC users logging on to WHMC profile
- Login normally through your CAC card
- Once logged in, you will select "Reset Profile" button
- Enter your SSN + A, no spaces
- Now just input name of individual you want to input or view




BAMC users, you should see something similar

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BAMC USER PROFILE



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Welcome **AUTHORIZED PERSON**

Organization: DA740MED415DCSHOS

Org Access: DA740MED415DCSHOS

Group Access: HOSP ED GP

Permission: 0,1,

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RESET YOUR PROFILE

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Welcome **AUTHORIZED PERSON**

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Click Reset Profile Button



Reset Profile Box

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Reset Profile

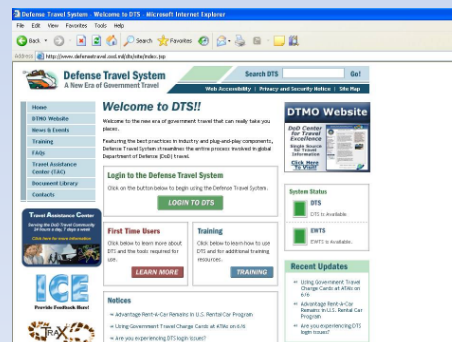
You have selected to reset your user profile. This allows users with more than one profile the ability to log in to any of their current profiles. If you select "Continue" DTS will reset your User ID and log you out immediately. When you log back in you will be prompted for your SSN; type in the SSN of the profile that you want to log in under, i.e. xxx-xx-xxxxR. If you have selected the Reset Profile button in error please select the "Cancel" button and you will be taken back to the DTS Homepage of the profile you are currently logged in under.

SELECT THE RESET PROFILE BUTTON



BAMC USER PROFILE

**IT SHOULD TAKE YOU COMPLETELY
OUT OF DTS, SO NOW GO BACK IN**



CHANGING PROFILES IN DTS



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NOW YOU WILL ACTIVATE YOUR WHMC PROFILE!



You will enter SSN now + letter



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BAMC PEOPLE SSN + "A"

User Activation

Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)**

Enter Social Security Number:

Reenter Social Security Number:

Submit

Cancel

The diagram illustrates the form structure. It shows two input fields, both containing the text "SSN A". A vertical arrow points from the "BAMC PEOPLE SSN + 'A'" text to the first input field. A horizontal arrow points from the first input field to the second. A blue box at the bottom contains the text "ENTER SSN + A TWICE". Arrows point from the bottom of each input field to this blue box, indicating that the SSN must be entered twice.

If the values entered match an account in DTS , you will automatically be logged in.


Selecting the "Cancel" button will terminate the activation process.



RESET PROFILE UNDER WHMC

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Welcome **AUTHORIZED BAMC USER**

Organization: DFCLA59MDWMDOGMDOS
Org Access: DFCLA59MDWMDOGMDOS
Group Access: 59MDOS
Permission: 0,1

[Reset Profile](#)

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**OKAY, NOW THE BAMC PERSONNEL
CAN ACCESS WHMC AF RESIDENTS**



STEPS FOR WHMC USERS RESETTING TO BAMC



STEPS for WHMC users


- Now, we'll go through WHMC users logging on to BAMC, then repeat
- Login normally through your CAC card
- Once logged in, you will select "Reset Profile" button
- Enter your SSN + F, no spaces
- Now just input name of individual you want to input or view



WHMC, you should see something similar

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Welcome **AUTHORIZED BAMC USER**

Organization: DFCLA59MDWMDOGMDOS
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Group Access: 59MDOS
Permission: 0,1

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Document Name	Current Status	Departure Date	Type
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WHMC, you should see something similar

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Welcome **AUTHORIZED BAMC USER**

Organization: DFCLA59MDWMDOGMDOS
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Group Access: 59MDOS
Permission: 0,1

My Signed Documents

Document Name	Current Status	Departure Date	Type
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Reset Profile

← Click Reset Profile




RESET YOUR PROFILE

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Welcome AUTHORIZED PERSON

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No documents found.			

Reset Profile

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Click Reset Profile Button



Reset Profile Box

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Reset Profile

You have selected to reset your user profile. This allows users with more than one profile the ability to log in to any of their current profiles. If you select "Continue" DTS will reset your User ID and log you out immediately. When you log back in you will be prompted for your SSN; type in the SSN of the profile that you want to log in under, i.e. xxx-xx-xxxxR. If you have selected the Reset Profile button in error please select the "Cancel" button and you will be taken back to the DTS Homepage of the profile you are currently logged in under.

SELECT THE RESET PROFILE BUTTON



IT SHOULD TAKE YOU COMPLETELY OUT OF DTS, SO NOW GO BACK IN

WHMC USER



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**NOW YOU WILL ACTIVATE
YOUR PROFILE!**



You will enter SSN now + letter



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WHMC PEOPLE SSN + F

User Activation

Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)**

Enter Social Security Number:

Reenter Social Security Number:

Submit

Cancel

SSN + F

SSN + F

ENTER SSN F TWICE

If the values entered match an account in DTS , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.




If you are authorized originally through BAMC, you should see something similar

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Welcome **AUTHORIZED PERSON**

Organization: DA740MED415DCSHOS

Org Access: DA740MED415DCSHOS

Group Access: HOSP ED GP

Permission: 0,1,

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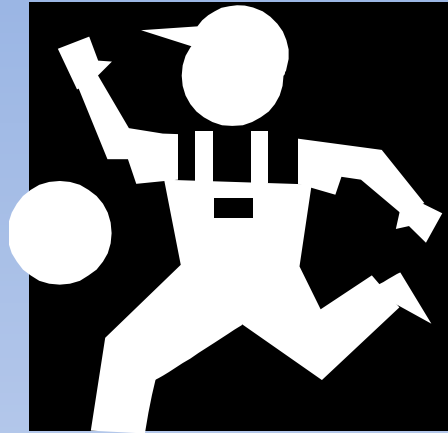
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Document Name	Current Status	Departure Date	Type
No documents found.			

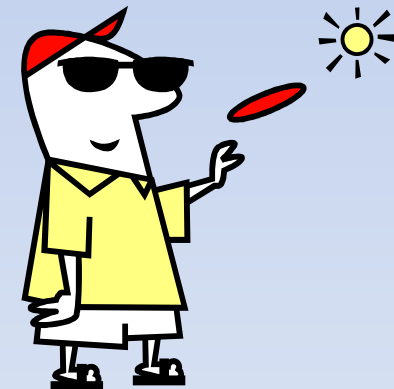
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Okay, now you're in BAMC profiles and can now see Army residents



GOING BACK TO THE YOUR ORIGINAL PROFILE!





GETTING BACK TO ORIGINAL PROFILE

- Login normally through your CAC card
- Once logged in, you will select “Reset Profile” button
- Enter your SSN **ONLY**
- Make sure you do not put the letter, as this will keep you in current profile




WHMC users, you should see something similar

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Welcome **AUTHORIZED PERSON**

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Org Access: DA740MED415DCSHOS

Group Access: HOSP ED GP

Permission: 0,1,

[Reset Profile](#)

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My Signed Documents

Document Name	Current Status	Departure Date	Type
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Note: you see this because you had reset your profile to BAMC



BAMC users, you should see something similar

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Welcome **AUTHORIZED BAMC USER**

Organization: DFCLA59MDWMDOGMDOS
Org Access: DFCLA59MDWMDOGMDOS
Group Access: 59MDOS
Permission: 0,1

[Reset Profile](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

You see this as you reset your profile to WHMC




RESET YOUR PROFILE **AGAIN!**

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Welcome **AUTHORIZED PERSON**

Either profile,
BAMC/WHMC

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My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Reset Profile

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Click Reset Profile Button



Reset Profile Box

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**IT SHOULD TAKE YOU COMPLETELY
OUT OF DTS, SO NOW GO BACK IN**



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NOW YOU WILL ACTIVATE AGAIN

YOUR PROFILE!



You will enter SSN now + letter



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Enter Social Security Number:
Reenter Social Security Number:

SSN

SSN

ENTER SSN only now!

If the values entered match an account in DTS , you will automatically be logged in.


Selecting the "Cancel" button will terminate the activation process.



Original profile WHMC user

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Organization: DFCLA59MDWMDOGMDOS

Org Access: DFCLA59MDWMDOGMDOS

Group Access: 59MDOS

Permission: 0,1

[Reset Profile](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

BACK TO ORIGINAL AT WHMC




Original profile BAMC user

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No documents found.			

[Reset Profile](#)

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How do you know if it added has been changed and it matches?





Any additional questions, contact us
via email